



CM231 – Managing Accounts Outside CTS and Generating Report 14

SCO/STO Release
End-User Training



Content Outline

- Course Introduction
- Lesson 1: Managing Accounts Outside CTS and Generating Report 14 Overview
- Lesson 2: End to End Process
- Course Summary
- Course Assessment
- Course Survey

Course Introduction

The purpose of the Cash Management 231 – Managing Accounts Outside CTS and Generating Report 14 course is to explain the transactions related to Report 14 in FI\$Cal.

Prerequisite Review

You should have completed the following prerequisite courses:

- FS101 – Introduction to FI\$Cal
- FS102 – FI\$Cal Navigation
- CM101 – Introduction to Cash Management

Course Duration: 4 hours

Course Objectives

After completing this course, you will be able to:

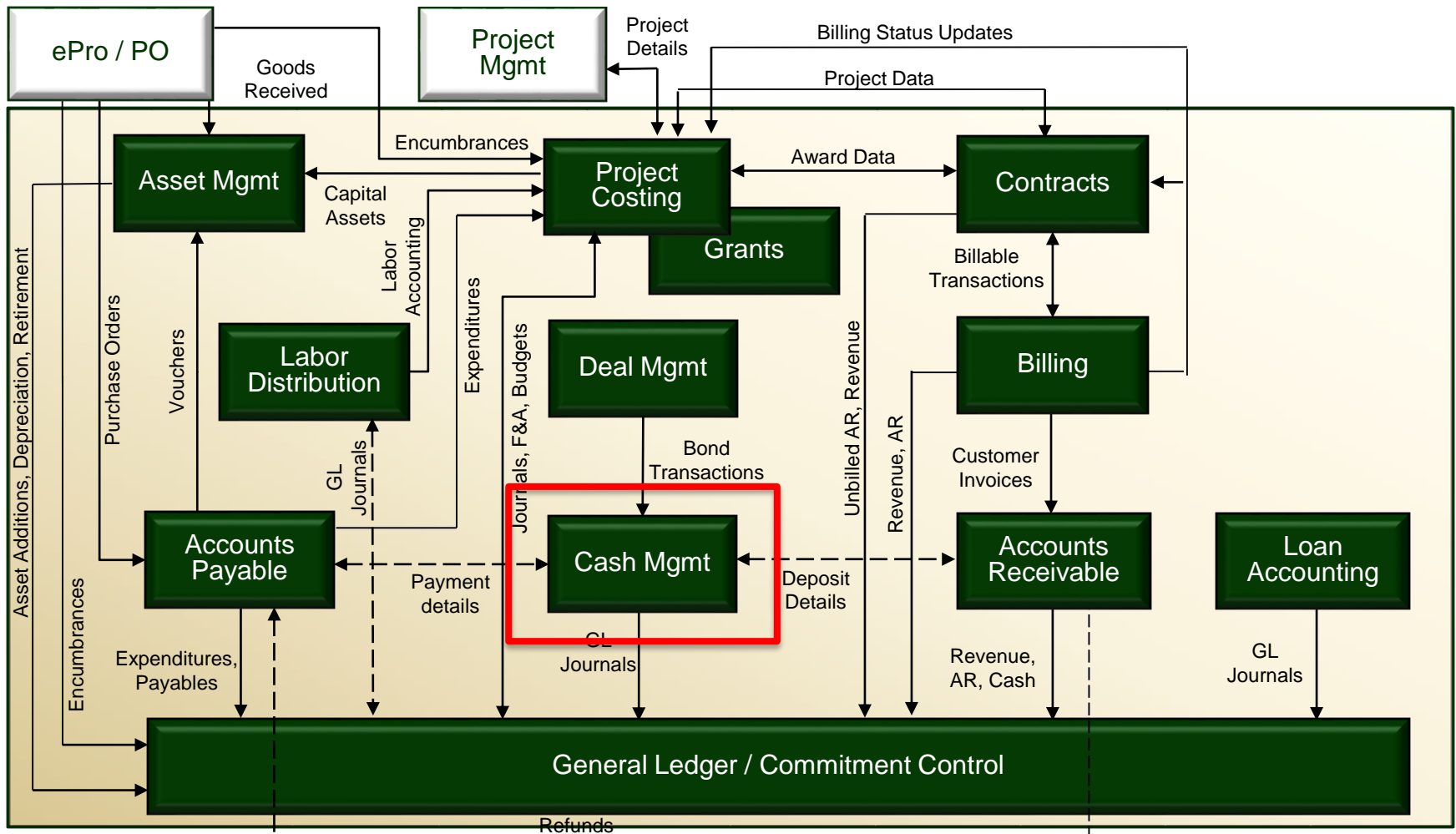
- List the key activities, terms, and definitions that are related to the FI\$Cal Report 14 solution
- Explain how the Report 14 interacts with other modules
- Describe the end to end process of the FI\$Cal Report 14 solution

Lesson 1: Report 14 Overview

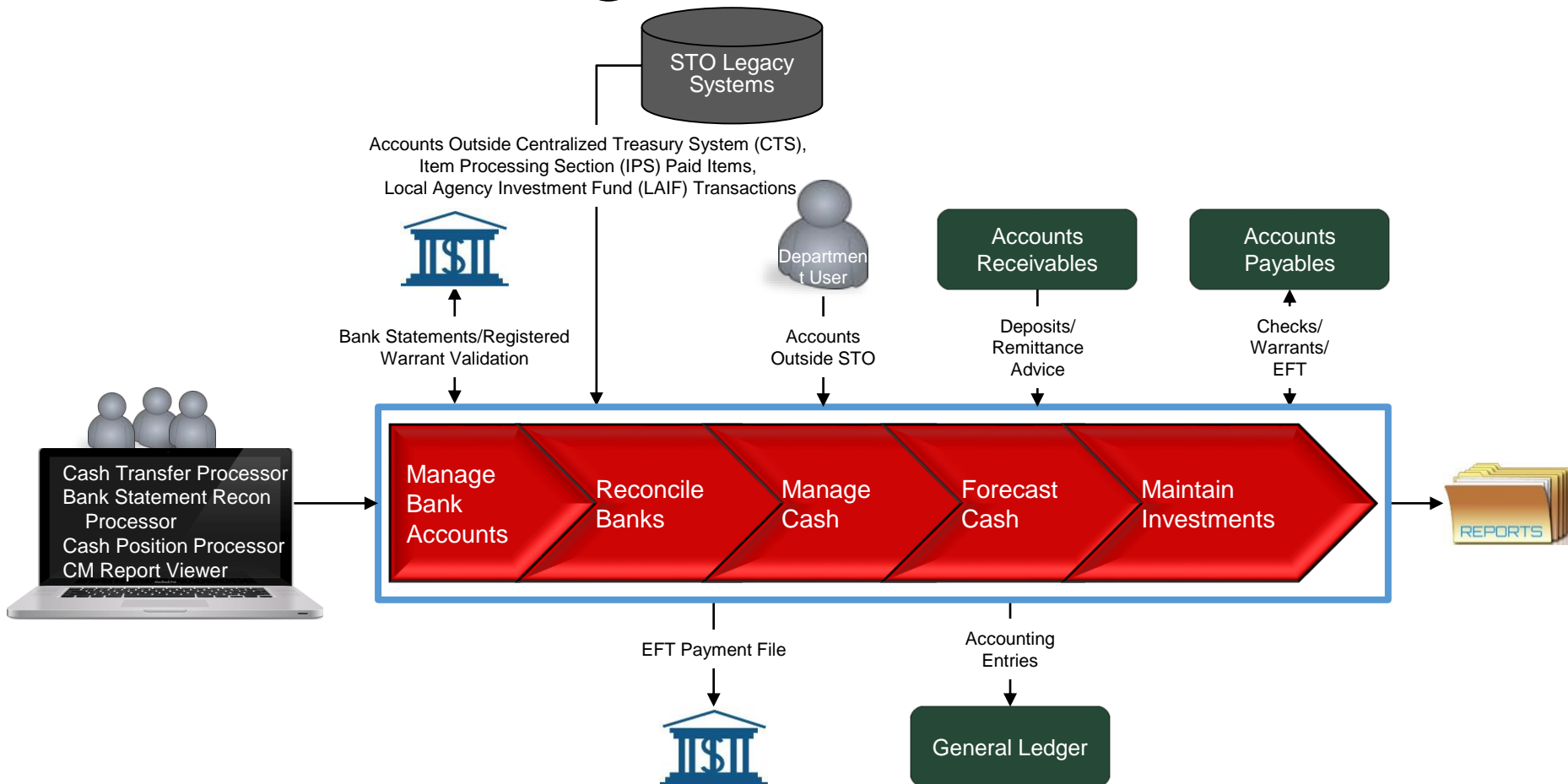
After completing this lesson, you will be able to:

- List the key activities, terms, and definitions that are related to the FI\$Cal Report 14 solution

FI\$Cal Accounting Solution



Cash Management Overview



Department Role Summary

FI\$Cal End-User Role	Description
CM Processor	<p>The end users who will:</p> <ul style="list-style-type: none"> - create and submit requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts - record bank account details for accounts outside CTS - import bank statements - review and update the Bank Account Transfers within the Cash Management module and submits them to CM Approver for review and approval - reconcile the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process - run reports for Bank Statements, Reconciliation, and Cash Management.

Department Role Summary

FI\$Cal End-User Role	Description
Confidential Bank Account Approver	The end users who will review and approve bank account details for accounts outside of CTS.
CM Approver	The end users who will approve bank account transfers between department CTS accounts.

Control Role Summary

FI\$Cal End-User Role	Description
STO Bank Account Maintainer	The end users who will create and maintain banks, bank branches, and all bank accounts that the state configured.
STO Confidential Bank Account Approver	The STO end users who will accept or reject the bank account details recorded and approved by the department user for accounts outside of CTS.

Lesson Summary

The key points covered in this lesson are listed below:

- List the key activities, terms, and definitions that are related to the FI\$Cal Report 14 solution

Lesson 2: End to End Process

After completing this lesson, you will be able to:

- Explain how the Report 14 interacts with other modules
- Describe the end to end process of the FI\$Cal Report 14 solution

Setting Up Accounts Outside CTS

- Some departments have received either statutory authority or approval from DOF to open accounts outside of CTS
- Any accounts outside of CTS will now need to be established in FI\$Cal
- Users will set up and configure Accounts Outside CTS in order to maintain the data in FI\$Cal and report the information to control agencies
- If a department has no accounts outside of CTS, users will set up and enter that information in FI\$Cal as well

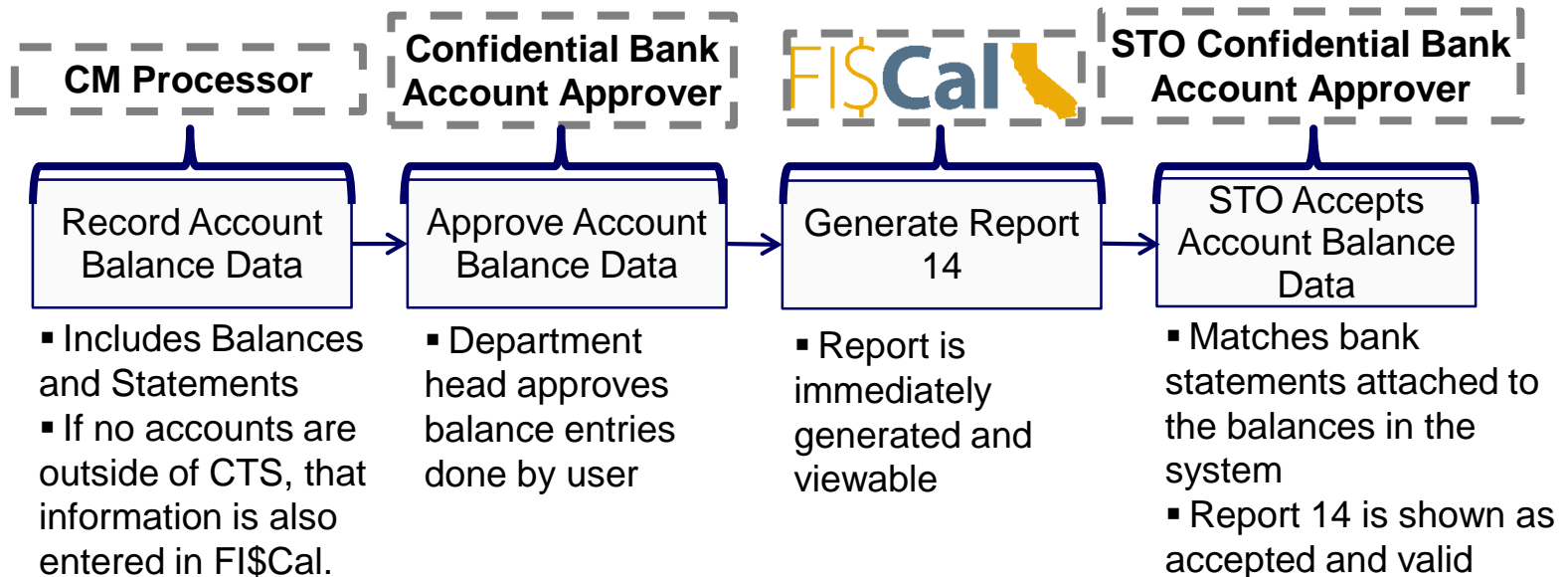
Record Account Balance Data

- Departments holding money in accounts outside the CTS are responsible for overseeing and safeguarding that money
- FI\$Cal will be used to track the existence of accounts outside the CTS (or lack thereof) as well as the account balance data for statewide collateralization requirements
- Users will enter and record all account balance data for accounts outside of the CTS in FI\$Cal or verify that they have no account outside of the CTS
- In addition, for users with an account outside of the CTS, a copy of the bank statement will need to be attached

Generate Report 14

- Report 14 is used to show adherence to statewide collateralization requirements
- Report 14 can be generated directly in FI\$Cal
- Users will generate Report 14 in FI\$Cal and can do so at any time based on the account balance data they have currently entered and recorded
- Report 14 will also cover departments that have no accounts outside CTS
- Report 14 will only be considered accepted after STO accepts the account balance data

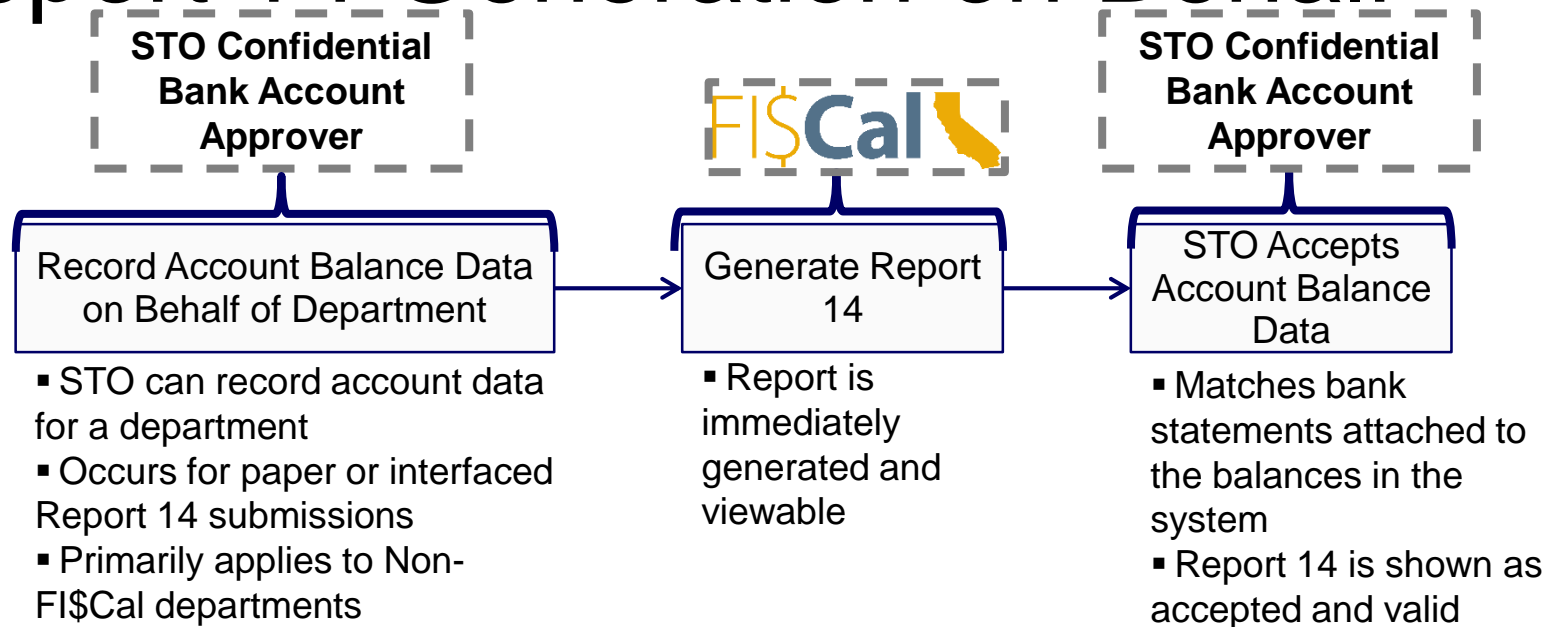
Department Report 14 Generation



Key Impacts

- Departments are required to work with STO to report the existence, or non-existence, and balance of bank accounts outside of the CTS to help STO ensure the appropriate level of collateralization is reached.
- Report 14 can be generated in any point of time as long as the data is in the system but the report will remain unapproved in the system until STO accepts it.

Report 14 Generation on Behalf



Key Impacts

- Departments are required to work with STO to report the existence, or non-existence, and balance of bank accounts outside of the CTS to help STO ensure the appropriate level of collateralization is reached.
- Report 14 can be generated in any point of time as long as the data is in the system but the report will remain unapproved in the system until STO accepts it.

Approve/Accept Report 14 Data

- Departments with accounts outside of the CTS are currently required to report the existence of the accounts, the associated balances in the accounts, and a bank statement, which supports the balance reported to STO semi-annually
- Therefore, all account balance data for accounts outside of CTS must be accepted by STO
- Departmental users will approve recorded balance data
- STO users will accept account balance data
- In addition, departments that do not have any accounts outside of the CTS are required to report this in FI\$Cal so that STO can accept it
- This data will feed into annual financial reports generated by SCO

Course Summary

After completing this course, you are now be able to:

- List the key activities, terms, and definitions that are related to the FI\$Cal Report 14 solution
- Explain how the Report 14 interacts with other modules
- Describe the end to end process of the FI\$Cal Report 14 solution